



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX  
FORT KNOX, KENTUCKY 40121-5000

Expires 26 November 2004

REPLY TO  
ATTENTION OF:

ATZK-CP (690)

26 November 2002

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to This Headquarters  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

**SUBJECT: USAARMC Policy Memo No. 12-02 - Civilian Employee of the Quarter/Year**

**1. References.**

- a. Army Regulation 600-25, Salutes, Honors, and Visits of Courtesy, 16 May 1970.
- b. Army Regulation 672-20, Incentive Awards, 1 June 1993, with Change 1, 29 January 1999.
- c. Thunderbolt Six Policy Memo No. 38-24 – Civilian Incentive Awards Program.
- d. Army Regulation 215-3, Nonappropriated Funds Personnel Policy, 26 August 2002.

2. The US Army Armor Center recognizes the accomplishments of selected soldiers in a quarterly ceremony. Recognition of civilian employees is being added to the quarterly recognition ceremony because civilian employees directly contribute to the accomplishment of Fort Knox missions and are a vital element of our success.

3. Civilians will be recognized as Employee(s) of the Quarter based upon the nature of work being performed. Nominated employees will be evaluated on their overall accomplishments, considering factors such as job competence and impact. Job competence includes initiative, innovation, efficiency, accuracy, cooperation, dedication, and other qualities related to excellence in the employee's work. Awards, commendations, or other recognition can be included as documentation. The nomination should include the impact of nominee's job performance on the current organization's mission and other organizations.

4. One nomination per quarter may be submitted from each organization. Indicate in Block 6a "OTHER" of DA Form 1256, Incentive Awards Nomination and Approval, Employee of the Quarter. Nominations are to be submitted NLT the first Friday of the last month of the quarter. For example, nominations are submitted by the first Friday in September for the quarter ending with September.

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5. The Civilian Personnel Advisory Center (CPAC) will convene a panel of organization representatives to review nominations and select two Employees of the Quarter. Names of selected employees will be furnished the G3/DPTM and SGS. SGS will prepare a certificate for the selected employees for the CG signature. The G3/DPTM will obtain the certificates and coordinate with the employing organization for notification of the selectee of the date and time of the ceremony.

6. Those employees selected for quarterly recognition will be considered for Employee of the Year. The CPAC will convene a panel of organization representatives to review and select Employee of the Year. The name of the selected employee will be furnished the G3/DPTM and SGS. SGS will prepare a certificate for the selected employee for the CG signature. The G3/DPTM will obtain the certificate and coordinate with the employing organization for notifying the selectee of the date and time of the ceremony.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "Robert T. Gahagan", is written over a faint rectangular stamp.

ROBERT T. GAHAGAN  
Colonel, GS  
Chief of Staff

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